

Date: November 18, 2009  
W.I.: 1114  
Referred by: Legislation

ABSTRACT

Resolution No. 3931

This resolution lays out the role and responsibilities of the Commission's Policy Advisory Council.

This resolution supersedes Resolution No. 3516. Further discussion of this action is contained in the Executive Director's memorandum dated November 6, 2009.

This resolution includes: Attachment A, which outlines the mission statement, roles, expectations, procedures, appointment process and membership criteria for the council; Attachment B (as needed), a table listing the currently appointed advisors and their terms; and Attachment C (as needed), a table with a history of all previous advisors for this council, beginning with those advisors appointed following the adoption of this resolution.

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RE: Defining the Role and Responsibilities of the Commission's Citizen Advisors

METROPOLITAN TRANSPORTATION COMMISSION  
RESOLUTION NO. 3931

WHEREAS, the Metropolitan Transportation Commission (MTC) is the regional transportation planning agency for the San Francisco Bay Area pursuant to Government Code Section 66500 *et seq.*; and

WHEREAS, MTC seeks to involve citizens of diverse backgrounds and interests in the development of transportation plans and programs, in a manner consistent with applicable state and federal requirements and Commission policy (Resolution No. 2648); and

WHEREAS, MTC seeks to focus its advisory processes around the “Three E” principles of sustainability outlined in the regional transportation plan: a prosperous and globally competitive economy; a healthy and safe environment; and equity wherein all Bay Area residents share in the benefits of a well-maintained, efficient and connected regional transportation system; and

WHEREAS, MTC seeks to utilize its citizen advisors to ensure that a wide spectrum of views are considered in developing transportation policy, and enhance the contributions and effectiveness of its citizen advisors, now, therefore be it

RESOLVED, that the members of the Policy Advisory Council will be appointed according to the process and shall have the role, tasks, membership and meetings as described in Attachment A to this resolution, attached hereto and incorporated herein as though set forth at length; and be it further

RESOLVED, that the Policy Advisory Council roster is contained in Attachment B to this resolution; and be it further

RESOLVED, that a record of former members of the Policy Advisory Council shall be kept as Attachment C to this resolution; and be it further

RESOLVED, that the Executive Director is instructed to secure nominations to fill expired terms and other vacancies and present them to the Commission for confirmation by periodically revising Attachment B; and be it further

RESOLVED, that Resolution No. 3516, Revised is superseded with the adoption of this resolution.

METROPOLITAN TRANSPORTATION COMMISSION

/s/

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Scott Haggerty, Chair

The above resolution was entered into by the  
Metropolitan Transportation Commission  
at a regular meeting of the Commission held  
in Oakland, California, on November 18, 2009

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Attachment A  
Resolution No. 3931  
Page 1 of 4

**Attachment A**  
**Metropolitan Transportation Commission**  
**Policy Advisory Council**

A. Mission Statement

The mission of the Metropolitan Transportation Commission's Policy Advisory Council is to advise the Commission on transportation policies in the San Francisco Bay Area, incorporating diverse perspectives relating to the environment, the economy and social equity. The Council advises the Commission and its staff through the appropriate MTC standing committees on matters within MTC's jurisdiction and as assigned by the Commission.

B. Roles/Expectations

1. Advisors Provide Interest-Based and/or Geographic Perspectives

Citizen advisors should attempt to represent the stakeholder interest under which they were appointed. Although some citizen advisors may be appointed based on an organizational affiliation, they should represent their constituency (not just their individual organization).

2. Responsibilities

Citizen advisors will be expected to regularly attend their council meetings and to maintain an ongoing engagement with organizations and individuals who make up the citizen advisor's constituency.

3. Council Work Plan

The Commission will hold an annual workshop with the Policy Advisory Council to set the Council's work plan for the year. At this meeting, MTC will identify several priority areas in which it desires feedback and/or research from the council, and establish appropriate goals and performance measures; advisors may also bring forward new initiatives of potential relevance to the Commission.

4. Reporting to the Commission

With the assistance of MTC staff, the Policy Advisory Council will report on its work plan progress or present recommendations to the full Commission or MTC's standing committees, as appropriate.

5. Limitations on Citizen Advisor Activities

The role of citizen advisors is to advise the MTC Commission. Citizen advisors are not to convey positions to outside agencies on behalf of the Policy Advisory Council, independent of Commission action. Of course, advisors are free to take any position as individuals, separate from the council.

C. Membership

The Policy Advisory Council shall be composed of twenty-seven (27) members as a representation of the "Three E" categories: equity, economy, and the environment.

***Equity: A total of 18 members, nine (9) each representing communities of color/environmental justice issues and senior/disabled issues***

A total of eighteen (18) members shall be selected to represent interests/issues related to equity. These include issues related to the communities of color, environmental justice/low-income issues, disabled residents and seniors.

One member from each Bay Area county (a total of nine) shall represent communities of color and environmental justice issues. A minimum of four members shall represent the communities of color, and a minimum of four shall represent environmental justice/low-income issues. The ninth member shall be selected from either category.

One member from each Bay Area county (a total of nine) shall represent senior and disabled issues. A minimum of four members shall represent senior issues, and a minimum of four shall represent disabled issues. The ninth member shall be selected from either category.

***Economy and Environment: A total of nine (9) members***

A total of nine (9) members shall be selected to represent interests/issues related to the economy and the environment. A minimum of four members shall represent economy interests and a minimum of four members shall represent environmental interests. The ninth member shall be selected from either category. Typical interest categories related to the economy are architecture, business, construction, development, engineering, freight, housing and labor. Typical interest categories related to the environment are alternative transportation, environmental advocacy, public transit advocacy, bicycling, and pedestrian issues.

There shall be no alternates to the appointed membership.

D. Appointment Process

1. General

MTC staff shall secure nominations to fill terms and vacancies for the council and present them to the appropriate Commissioners for confirmation. Appointments for advisors representing a particular county will be made by that county's Commissioners.

Appointments for all at-large advisors will be made by the Commission's chair and vice chair. Nominations for members of the Policy Advisory Council will be solicited from a wide range of sources including, but not limited to, the following: MTC Commissioners, current advisors, relevant organizations in the community and via news releases or display ads sent to media outlets in the nine-county Bay Area. All candidates for citizen advisor must fill out an application form and submit it before the designated recruitment deadline.

2. Terms of Appointment

In general, citizen advisors will serve four-year terms; however, the first advisory panel will serve a two-year term. Although there are no term limits, MTC Commissioners who appoint citizen advisors will be encouraged to consider length of service and effectiveness before making appointments and reappointments every four years. All advisors wishing to be reappointed must reapply.

E. Procedures

Attendance and Participation

1. Council members must attend at least two-thirds of the council's regularly scheduled meetings each year and play a constructive role in the work of the Policy Advisory Council. Those who do not do so will be subject to dismissal at the discretion of the appointing Commissioners(s).

2. Residency Requirements

Citizen advisors must live or work in the nine-county Bay Area.

3. Compensation

Subject to and upon approval of a revision to the Commission Procedures Manual (MTC Resolution No. 1058, Revised, Appendix D), citizen advisors will receive a stipend of \$50 per meeting and be reimbursed for actual expenses for travel, with a maximum of three meetings per month. Meetings are defined as publicly noticed meetings or subcommittee meetings of the advisory council to which the individual has been

appointed; noticed MTC Commission or committee meetings; or attendance at a community meeting at the request of MTC staff. This includes initiatives undertaken by MTC that require outreach assistance from citizen advisors (i.e., when he/she attends a community meeting with MTC staff; when advisor provides an introduction to a particular community and attends meeting with staff).

4. Meeting Frequency and Location of Meetings

The council will meet regularly as required by its annual work plan. Public meetings will be held at the MTC offices or other locations at a regular time to be agreed upon by the members of the council.

5. Ad Hoc Working Groups

To implement its work plan, the Policy Advisory Council may establish working groups, with participation from MTC staff, on an ad hoc basis with a finite completion date.

6. Quorum Requirements

At least 50 percent plus one of the council's appointed membership must be present to constitute a quorum and vote on issues. The council can hold discussions in the absence of a quorum, but cannot vote.

7. Appointment of Council Officers

The council will have a chair and a vice-chair, to be elected by the council and hold a one-year term. Although council officers may be reelected, regular rotation is strongly encouraged.

8. Public Meetings

All advisory council meetings and any ad hoc working group meetings will be noticed and open to the public.

